



## 2011-2012 Academic Catalog Addendum – April 15, 2012

### **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES (p. 5)**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender including sexual harassment; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Antonelli Institute is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the school. The President, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached at 215-836-2222, is the coordinator at Antonelli Institute. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the school is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

### **Federal Definition of a Credit Hour for Purposes of Financial Aid (p. 16 - new paragraph)**

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including studio work, computer work, and other academic work leading to the award of credit hours.

### **How to Report Criminal Actions or Other Emergencies (p. 22)**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to any school official. School officials include management personnel, directors, and security personnel. All incidents are then reported to the President. Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available. Antonelli Institute has no official policy or procedures for confidentially reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### **Policy on Sexual Assault (p. 26)**

Procedures for reporting sex offenses are the same as for any other crime. If a student is the victim of a sexual offense, the student should report the offense in a timely manner to any school official. School officials include management personnel, directors, and security personnel. Any student who has a complaint of campus sexual assault against another student should notify the President in a timely manner. Reports of sexual offenses and sexual violence will be handled with discretion, dignity, and confidentiality. If the student wishes to notify the proper law enforcement authorities, school officials are available and

willing to assist. It is important for the victim to preserve evidence for proof of a criminal offense and that the offense is reported immediately.

### **STUDENT CONDUCT (p. 32)**

Students at Antonelli Institute are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

### **DEFINITION OF ACADEMIC CREDIT (p. 33)**

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. An academic semester credit hour is ~~equivalent to a minimum of 15 clock hours in class, 30 clock hours in a laboratory, 45 clock hours devoted to externship, or a combination of the three. This definition also assumes outside work. Depending on the particular course, assignments will include outside reading and preparation, projects that require application of classroom theory, exercises to enhance manipulative skills, written assignments, and/or research and report writing.~~ defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

### **WITHDRAWAL (p. 36)**

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a semester (drop period), the end date of the previous semester will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

### **Course Repetitions (p. 42)**

Students should discuss course repetitions with the Lead Instructor or Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, rarely is a course offered during every semester. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative quality point

average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge or an extra-term administrative fee. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance to cover an extra-term administrative fee or if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

#### **GRAPHIC DESIGN PROGRAM (p. 49)**

This program will normally be completed in 21 months of enrollment.

#### **PHOTOGRAPHY PROGRAM (p. 51)**

This program will normally be completed in 21 months of enrollment.

#### **FACULTY UPDATES (pp. 63-64)**

Robert Golding ..... Photography  
 B.F.A., Rochester Institute of Technology  
 Associate Fellow and Honorary Fellow, American Society of Photographers  
 Master of Photography, Professional Photographers of America  
 Certified Professional Photographer, Professional Photographers of America  
 Photographic Craftsman, Professional Photographers of America

Laura Kolton ..... General Education  
 M.B.A., Saint Joseph's University  
 B.S. York College

#### **STAFF UPDATES (p. 65)**

Julie Bowers ..... Assistant Resident Advisor, Assistant Store Manager

Mark Stanley ..... High School Program Coordinator

Michael Choate ..... Assistant Store Manager

Greg Vaccarino ..... Assistant Store Manager

Adra Andrews ..... Presenter

William Bosslego ..... Presenter

Michelle Jacquette ..... Presenter

Christopher White ..... Presenter

Please see the Antonelli Institute 2011-2012 Catalog published and effective July 1, 2011 for all students starting on or after July 1, 2011 and prior to July 1, 2012 for complete information concerning the school. This document is a supplement to that catalog.